

RE-POSTING

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Staff Analyst	Level: M-VI
Title Code No: 10026	Salary: \$68,238/\$73,588-\$176,074 Frequency: ANNUAL
Business Title: Deputy Director - Investigations	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Investigation Division	Number of Positions: 1
Job ID: 139763	Hours/Shift: Day Tour

Job Description

Under the oversight of the Deputy Commissioner of the Office of Excellence, the selected candidate for this management-level position will be assigned to the internal Investigation Division and will be responsible for directing and helping to create a new crime scene unit, which will respond to, secure, document, and process crime scenes including those involving deaths in custody, slashings/stabbings, inmate assaults against staff and inmates, sex crimes, and uses of force. It will also assist in collecting, processing, and analyzing contraband (e.g., weapons, drugs, marihuana, and tobacco) found in facilities. The unit will support the internal Investigation Division (ID), which is responsible for investigating acts of misconduct allegedly committed by uniformed and civilian staff, the Intelligence Unit, which investigates and arrests inmates who commit crimes against other inmates and staff and visitors who commit crimes on department property, and facilities, which are largely responsible for contraband finds. The unit will also conduct training sessions with departmental employees on proper procedures in handling and preserving evidence. Typical responsibilities of this position include:

- Directing the activities of a professional staff of investigators engaged in the performance of confidential, highly complex, and/or specialized crime scene investigations.
- Overseeing and managing all crime scenes established in all department facilities
- Preparing and conducting all internal training for this unit as it relates to crime scene management and coordinating all external training required for crime scene investigators.
- Acting as the Investigation Division's liaison with the New York City Police Department (NYPD) Crime Scene Unit, the NYPD's Forensic Evidence Division, including the Police Laboratory and the Latent Prints Unit, the NYC Office of the Chief Medical Examiner (OCME), and/or prosecutor offices with respect to crime scene investigations, the collection/analysis of evidence documented or seized from these scenes, and the NYPD's and/or OCME's analysis of this evidence.
- Working in close coordination with federal, state, and city investigation and law enforcement agencies; testifying at hearings and court proceedings.

Assisting in the formulation of division and department policies regarding crime scene management and evidence handling.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Applicants must have experience conducting crime scene investigations, be knowledgeable about chain-of-custody procedures, the NYPD's vouchering process, the NYPD's Forensic Evidence Division, and the work of the NYC OCME, the New York City criminal justice system, and experience working with prosecutors in developing/presenting cases; excellent communications skills; strong analytical and writing skills; the ability to be objective and thorough in conducting investigations of law enforcement personnel and inmates; and a valid driver's license. Knowledge of DOC rules, regulations, and protocols a plus. The preferred candidate has a BA/BS. Successful candidates must clear a background investigation.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#139763.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#139763.

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 01/09/2014

Post Until: 06/30/2014

The City of New York is an Equal Opportunity Employer